

**AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2007-JAN-15, COMMENCING AT 4:30 P.M.**

- 1. CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**
- 2. INTRODUCTION OF LATE ITEMS:**
- 3. ADOPTION OF THE AGENDA:**
- 4. ADOPTION OF MINUTES:**
 - (a) Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2006-DEC-11 at 4:32 p.m.
- 5. PRESENTATIONS:**
 - (a) Mr. B. E. Clemens, Director of Finance, to provide a PowerPoint Presentation regarding the 2007 – 2011 Financial Plan.

[Note: Please bring your budget binder with you to the meeting.]
- 6. DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**
 - (a) Delegations pertaining to the 2007 - 2011 Financial Plan.

7. **STAFF REPORTS:** *(blue)*

CORPORATE SERVICES:

(a) **Investment Policy**

Pg. 3-9

At the "In Camera" Meeting of Council held 2007-JAN-08, Council passed the following motion:

That Council adopt the Investment Policy, as outlined in the report, with the following amendments:

1. authorize Staff to set a limit of \$1 Million in deposits and up to \$5 Million in Letters of Credit from the Canadian Western Bank; and,
2. authorize Staff to set a limit of \$5 Million in deposits and up to \$5 Million in Letters of Credit for the Coastal Community Credit Union, up to an aggregate of \$6 Million for deposits and \$6 Million in Letters of Credit for all Credit Unions.

Staff's Recommendation: *That Council ratify the amended Investment Policy, as attached.*

8. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. B. E. Clemens, Director of Finance, re: 2007 – 2011 Financial Plan *Pg. 10-15*
- (b) Report from Mr. G. Di Menna, Manager, Purchasing and Stores, re: Quarterly Contract *Pg. 16-19*
- (c) Report from Mr. D. E. Kiedyk, Manager, Revenue Services, re: Assessment Roll Adjustments *Pg. 20-21*

9. **CORRESPONDENCE:**

10. **CONSIDERATION OF LATE ITEMS / OTHER BUSINESS:**

11. **QUESTION PERIOD:** *(Agenda Items Only)*

12. **ADJOURNMENT:**

3.2-1 Investing

Issued: Jan 10/07

Effective: Feb 1/07

Replaces: Previous 3.2-1

POLICY:

Surplus cash will be invested by the Director of Finance (or delegate) in the best permitted investment available that meets the needs of the City.

PURPOSE:

To establish policy for the investment portfolio that meets the statutory requirements of the *Community Charter*.

To define the performance objectives of the investment portfolio. The City maintains sufficient short term liquid assets to enable it to meet its annual cash flow requirements. Due to the uncertain nature of future expenses, the portfolio focuses on high quality, liquid securities. The objectives, in order of priority, are:

- Quality (safety)
- Liquidity
- Return

GUARDIANSHIP:

The City delegates the management of the Portfolio to staff and agents. The staff delegates include:

- Director of Finance
- Manager, Accounting Services ("The Manager")

The agents include:

- Custodial Broker
- Authorized Investment Dealers and Institutions

Portfolio management responsibilities have been allocated as follows.

The staff delegates will:

- calculate the rates of return on the entire Portfolio
- review the investment policy at least annually and make recommendations to City Council for any changes considered appropriate
- select investment dealers and institutions (the "Brokers") to assist the Manager in meeting performance objectives for the Portfolio
- review the Portfolio's performance on a regular basis and provide reports to City Council

3.2-1 Investing

Issued: Jan 10/07

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Replaces: Previous 3.2-1

- be responsible for the delegation of any responsibility not specifically mentioned in this Policy

The Manager will:

- select specific investments for purchase that reflect the quality, liquidity and diversification objectives of the City
- seek to maximize the investment return on the Portfolio, after ensuring that the foregoing liquidity and quality requirements have been satisfied
- manage the securities held by the Portfolio in accordance with this Policy and applicable legislation. The staff delegates may from time to time engage consultants or other advisors to assist them in fulfilling their responsibilities

The Custodial Broker(s) will:

- provide the Manager with 15 business days advance notice of upcoming maturities
- provide the Manager with monthly, written reports of investment performance results
- provide custody of the Portfolio investments and maintain records of all transactions
- provide the Manager with monthly portfolio statements of the Portfolio's holdings and of transactions over the period

AUTHORIZED INVESTMENT DEALERS AND INSTITUTIONS:

The Director or delegate will maintain a list of financial institutions and investment dealers authorized to provide investment services. The investment dealers will provide the Manager with the credit quality rating of each security at the time of purchase.

PERMITTED AND PROHIBITED INVESTMENTS:

The following are the investments permitted in the Portfolio:

1. Eligible Securities as defined in Section 183 of the *Community Charter*, SBC, Chapter 26, 2003 as amended.
2. Investments in internally financed City of Nanaimo projects (an example would be a local improvement project that the City finances rather than borrowing from the Municipal Finance Authority (MFA)).
3. All investments must be denominated in Canadian dollars.

3.2-1 Investing

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For clarity, investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited. All investments will be held in the name of the City of Nanaimo.

INVESTMENT PERFORMANCE OBJECTIVES:

The City must maintain adequate liquid assets to meet ongoing expenses. The City also desires to preserve and enhance the “real” value of invested capital. That is, the City’s Portfolio should earn a rate of return that is greater than the rate of inflation. A supplementary objective, taking into account the foregoing objectives, is to maximize the return of the total Portfolio.

Based upon the length of the investment term, the investment performance objective for the Portfolio is to match or exceed the MFA Intermediate Fund and Money Market Fund performance objectives as defined in Appendix A.

INVESTMENT CONSTRAINTS:

The primary constraints relate to maintaining the liquidity of the portfolio and safety of invested capital.

1. All securities held in the portfolio shall have a maturity of ten years or less. It is understood that the majority of assets will be invested in securities with a maturity considerably shorter than this ten year maximum. Overall, the total portfolio shall have an average term to maturity of no greater than three years.
2. Overall, securities in the total portfolio shall have an average quality rating of at least AA.
3. The quality rating of any security will be established at the time of acquisition of the security. In the case where the security is rated by more than one of the three agencies listed, the lowest of the ratings will apply. Any securities acquired shall have a rating of at least “A” as defined by the following ratings agencies: Moody’s, S&P (Standard & Poor’s)/CBRS (Canadian Bond Rating Service) or DBRS (Dominion Bond Rating Service). A designated rating shall include all sub-classifications. For instance, an “A” rating by S&P/CBRS shall include “A-”, “A” and “A+”.

3.2-1 Investing

Issued: Jan 10/07

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4. For guidance on the rating of investments the deemed rating of any such security will be established, at the time of acquisition of the security of Portfolio, as follows:

	AAA	AA	A
S & P	A1+	A1	A1
Moody's	P1 (Aaa)	P1 (Aa)	P1 (A)
DBRS	R1 (High)	R1 (Mid)	R1 (Low)
Cash	X		
MFA	X		

5. The limit of the portfolio's investments in any single issuer of securities will be determined by considering a combination of the independent rating agencies classification and the type of the financial institution. The limit will not apply to cash or cash equivalent investments in the Government of Canada, the MFA or any of the five major Canadian banks, if that bank has been awarded the contract for the banking services of the City. The following financial institutions shall have specific limits:

	Investment limit	Letter of Credit limit
Canadian Western Bank	\$1,000,000	\$5,000,000
Coastal Community Credit Union (CCCU)	\$5,000,000	\$5,000,000
All other Credit Unions without an independent rating	\$nil	\$2,000,000 per institution (total for CCCU and all other credit unions not to exceed \$6,000,000)

6. A quarterly review of the portfolio will be undertaken to make sure investments meet the requirements of this policy. If any security receives a credit downgrade while it is held in the portfolio, the Manager, shall use its best judgement to determine whether the rating is likely to be restored within a reasonable period of time.
- If so, the Manager may authorize the Broker to retain the investment.
 - If not, the Manager shall take all reasonable steps to liquidate the investment in an orderly fashion with due regard to price and liquidity constraints

3.2-1 Investing

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OTHER CONSTRAINTS:

1. The Portfolio shall not borrow funds to acquire securities or otherwise deal in margin trading.
2. No investments will be made in instruments that provide for reduced rates to the investor based on increasing market rates.
3. Where practical, a minimum of three quotations will be obtained each time the City purchases or sells securities. *Exception:* occasionally offerings of value may require immediate action. Under such circumstances, competitive bids may not be obtained provided that value can be substantiated by market data information services.
4. Letters of Credit (LOC) acceptance totals will follow the portfolio investment limits unless specific limits have been defined in Investment Constraints Section 5.

APPROVAL

_____	_____	<u>Director of Finance</u>
Date	Signature	Title

3.2-1 Investing

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APPENDIX A: Definitions

BANKER'S ACCEPTANCE (BA): A short-term debt instrument issued by a major corporation, which is guaranteed (endorsed) by a financial institution. It is sold at a discount, with issue periods of between 30 and 365 days, and in face value multiples of \$100,000.

BOND: An IOU from the borrower to the lender. It refers to any interest-bearing government or corporate security that obligates the issuer to pay a particular sum of money at specified intervals, and to repay the principal amount of the loan upon maturity. A secured bond is backed by collateral that may be sold by the bondholder if the bond issuer fails to pay interest and principal as due. A debenture or unsecured bond is not backed by any specific collateral.

CALLABLE SECURITIES: Securities redeemable by the issuer prior to the scheduled maturity date.

CENTRAL DEPOSITORY FOR SECURITIES (CDS): A national clearing house for securities trading owned by the major financial institutions, investment dealers and trust companies. CDS is regulated directly by the Provincial Securities Commissions and indirectly through the Federal Regulations of Financial Institutions. It manages the recording and clearing of the Canadian stocks, bonds, and coupons on a book basis. The physical securities are stored in the vaults of CDS and the Bank of Canada.

COLLATERAL: Assets pledged to a lender as security for a loan.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment; and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DIVERSIFICATION: Dividing investment Portfolio among a variety of securities offering independent returns.

INTERMEDIATE FUND (MFA): The market in which fixed income and money market instruments (treasury bills, commercial paper, banker's acceptances, etc.) that have an investment horizon of six to twenty-four months are traded. The performance objective of the fund manager is to achieve a total return of 30 basis points over the one year Canada Treasury Bills, net of expenses.

INTERNALLY FINANCED PROJECTS: Where funds are received for a specific purpose (ie: Equipment Replacement Fund) but the money is not immediately needed,

3.2-1 Investing

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The City may use the funds to finance a capital project and charge interest at the same rate as the Municipal Finance Authority borrowing rate.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET (MFA): The market in which short-term (one year or less) debt instruments (treasury bills, commercial paper, banker's acceptances, etc.) are issued and traded. The performance objective of the fund manager is to exceed the ScotiaMcLeod 91 day Treasury Bill Index by 15 basis points, net of expenses.

PORTFOLIO: Collection of securities held by an investor.

RATING: Evaluation of the likelihood of default by a security issuer. Canada Bond Rating Service and Dominion Bond Rating Service are the primary bond and money market security rating agencies in Canada. Standard and Poors, and Moody's Investor Service are American bond rating firms that also rate Canadian issuers.

SAFEKEEPING: A service to customers rendered by financial institutions for a fee, whereby securities and valuables are held in the financial institution's vault for protection.

YIELD: The rate of annual income return on an investment, expressed as a percentage.

- (a) **COUPON YIELD** is the rate of annual payments to the lender expressed as a percentage of the par value of the security.
- (b) **YIELD TO MATURITY** is the interest rate that will make the present value of future cash flows from a security equal to the current price or market value of the security.

STAFF REPORT

REPORT TO: D.W. HOLMES, GENERAL MANAGER OF CORPORATE SERVICES

FROM: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: 2007-2011 FINANCIAL PLAN

RECOMMENDATION:

That Council receive this report.

EXECUTIVE SUMMARY

The 2007-2011 Financial Plan being presented by staff includes property tax increases as follows:

2007	7.9%
2008	4.8%
2009	1.9%
2010	3.5%
2011	2.6%

There is also an annual increase of 5% to water fees, but no increases for sewer or garbage charges are proposed.

Council has an opportunity to receive input from the public and make changes to the Financial Plan before adopting it in February. There will be additional opportunities to discuss and amend the Plan in March and April before the final budget and tax rates bylaws are required to be adopted in mid-May.

The total impact of the proposed budget on a typical single family home (assessed at \$300,000 in 2007) is \$122.47 or about a 6.3% increase over 2006.

DISCUSSION:

The 2007-2011 Financial Plan (also known as "the Budget") is being presented tonight for Council's information. Meetings to review the plan have been scheduled as follows:

- January 22 Regular Council meeting
- January 29 Special Council meeting (first three readings of bylaw)
- February 5 Finance & Policy Committee of the Whole
- February 12 Regular Council meeting (adoption of bylaw)

One purpose of these scheduled meetings is to allow the public the opportunity to address Council with their concerns about the budget. Staff have advertised in the local papers in

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2007 JAN-15

order to solicit public input at these meetings. Additional meetings may be scheduled if so directed by Council.

Staff would normally recommend that Council pass the Financial Plan bylaw prior to the end of the previous year. This year the process is later than usual due to a number of late changes made in December. At the latest, Council must adopt the new Financial Plan before the annual Tax Rates Bylaw is approved in May. However, Staff proposes to introduce the 2007-2011 Financial Plan Bylaw at the Special Meeting of Council to be held January 29th. Until the new plan is adopted, City expenditures will be governed by the plan adopted by Council last May. The new financial plan has changes from the previous year and adopting it in February will authorize these changes.

The community will have additional opportunities to address Council in April and May, and Council will be able to review and amend the Plan before the Tax Rates Bylaw is finally approved in May.

Complete budget packages, including information on current and recommended higher service levels, as well as the 2007-2011 capital budget, have been provided to Council and are available to the public at City Hall. Draft budget information will also be available on the City's website. In the past, staff set up a question and answer forum on the City's website, and this has been done again this year.

Highlights of the proposed 2007 Budget are as follows:

- Estimated \$1,200,000 in tax revenue from new growth (compared to \$1,185,000 in 2006)
- Estimated lost property tax revenue due to closure of Island Phoenix \$469,000
- Average property tax increase of 7.9% for all assessment classes in 2007
- User fees:
 - no change proposed for sewer or garbage rates
 - 5% increase in water rates (starting July 1, 2007) to begin funding costs of water supply infrastructure
- \$ 427,600 in higher service level requests are recommended by the City Manager and are included in the 2007 Budget (see attached for details).
- Continued construction of New Nanaimo Centre in 2007, completing in 2008
- Construction of Oliver Road Recreation Centre, opening in fall of 2007
- Construction of Chase River Fire Hall in 2008 (assuming borrowing is approved in the spring of 2007)
- A new Crime Reduction Unit including four additional RCMP officers and a Community Liaison Bylaw Officer

The previous (2006-2010) Financial Plan anticipated that there would be a 7.7% property tax increase in 2007. The initial draft of the new Financial Plan required an 11.2% increase in 2007 and a 1.8% increase in 2008. In order to reduce the increase in 2007, staff reviewed the budget and capital projects from 2007 to 2008, thus deferring some of the increase.

The proposed property increase in 2007 is 7.9% for all property classes. Given this higher than usual increase, staff are not proposing to continue the tax shift from commercial/industrial to residential as this would result in an additional 0.5% increase to residential taxpayers.

There are a number of factors contributing to the higher than usual increase this year. There are the usual inflationary factors, particularly in construction costs, as well as the anticipated increases in wages due to collective bargaining. The City has also hired some additional staff, mostly in the planning & development area, to deal with the increasing workload.


In 2007, the City will begin making payments on the first \$15.0 million in borrowing for the New Nanaimo Centre. The impact of this alone is equal to a 2.4% increase in 2007. There will be an additional impact of 1.3% in 2008 after the remaining \$15.0 million is borrowed in spring of 2007.

As noted earlier, the reduction of the City's industrial assessment base due to the closure of two mills has also impacted taxes by approximately 0.75%. Another factor is the increased cost of soil remediation for Civic Arena/Foundry site which is estimated at \$610,000 (just under 1% of taxes).

Based on preliminary information provided by B.C. Assessment, the average assessed value for a single family home is approximately \$300,000, an increase of 22% over 2006. The impact of the property tax increase for this home in 2007 is estimated at \$110.07, plus an additional \$6.20 for the increase in water rates that will be implemented part way through the year. That makes the total impact of the proposed budget \$116.27, or 6.3%. This does not include any other taxing agency (school, hospital, Regional District of Nanaimo), as these increases are not known at this time.

A more detailed budget report is included in the budget package.

Respectfully submitted,



B.E. Clemens
Director of Finance



D.W. Holmes
General Manager,
Corporate Services

BEC/kg
Council: 2007-JAN-8
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**City of Nanaimo
Higher Service Level Requests
2007 Provisional Budget**

		FTEs	\$	
Council Initiatives				
Police Services	1.0 FTE - Community Policing Coordinator - Downtown	1.00	65,583	
Building Inspection	Implement Standards of Maintenance for secondary suites	1.50	142,000	
Total Council Initiative Requests		<u>2.50</u>	<u>207,583</u>	
City Administration				
City Administration	1.0 FTE Management trainee position	1.00	75,000	
Total City Administration Requests		<u>1.00</u>	<u>75,000</u>	
Corporate Services				
Human Resources	1.0 FTE - Jr HR Generalist	1.00	86,118	R
Information Technology	1.0 FTE - Programmer Analyst - Document Mgmt	1.00	65,829	
Information Technology	1.0 FTE - Client Support Specialist	1.00	55,583	
Total Corporate Services Requests		<u>3.00</u>	<u>207,530</u>	
Community Safety				
Police Services	2.0 FTEs - RCMP Member (\$109,000 each)	2.00	218,000	
Police Services	1.0 FTE - Crime Analyst	1.00	86,800	
Police Services	1.0 FTE - General Duty Steno	1.00	56,330	R
Police Services	.50 FTE - Exhibit & Property Clerk	0.50	27,776	
Total Community Safety Requests		<u>4.50</u>	<u>388,906</u>	
Development Services				
Eng & Environmental Services	1.0 FTE Engineering Technologist	1.00	62,829	
Civic Properties	1.0 FTE Property Services Agent	1.00	68,336	R1
Regulatory Services	1.0 FTE Bylaw Officer - Community Liaison Officer	1.00	70,813	R
Subdivision	1.0 FTE Subdivision Technologist	1.00	60,076	
Regulatory Services	.60 Business Licence Investigator	0.60	35,706	

**City of Nanaimo
Higher Service Level Requests
2007 Provisional Budget**

		FTEs	\$	
Community Planning	1.0 FTE GIS Technician	1.00	63,203	
Total Development Services Requests		<u>5.60</u>	<u>360,963</u>	
Parks, Recreation & Culture				
Parks Operations	1.0 FTE Equipment Operator - Playfields/Trails	1.00	62,236	R
Community Development	Port Theatre Society - Operating grant cost of living increase.		8,160	R
Support Services	Cultural Forum		4,000	
Community Development	PacificSport grant 2007 to 2011		10,000	
Parks Operations	.30 FTE Custodian - Fieldhouses	0.30	17,698	
Total Parks, Recreation & Culture Requests		<u>1.00</u>	<u>102,094</u>	
Engineering & Public Works				
Engineering Svcs	1.0 GIS Technologist	1.00	68,203	
Engineering Svcs	1.0 Traffic/Transportation Technologist	1.00	75,583	R
Engineering Svcs	1.0 Engineering Technologist (Design)	1.00	72,829	
Engineering Svcs	1.0 Engineering Technologist (Infrastructure Planning)	1.00	72,829	
Total Engineering & Public Works Requests		<u>4.00</u>	<u>289,444</u>	
Total Higher Service Level Requests		<u>21.6</u>	<u>1,631,520</u>	

R = Recommended

1 = Recommended but as contracted service instead of new staff

City of Nanaimo
Effect of 2007 Provisional Budget on a
Typical Home with Average Water Consumption

	2006	2007	Budget increase	
			\$\$\$	%%%
PROPERTY TAXES				
Assessment *	245,900	300,000		
Tax rate - municipal only (includes library)	5.6662			
Property taxes **	1,393.32	1,503.39	110.07	7.9%
USER RATES ***				
Water consumption - 220 gal/day (increase for 1/2 year only in 2007)	248.05	254.25	6.20	2.5%
Sewer charges	96.98	96.98	0.00	0.0%
Garbage charges	100.25	100.25	0.00	0.0%
Total user rates	445.28	451.48	6.20	1.4%
Total Property Taxes & User Rates	1,838.60	1,954.87	116.27	6.3%

* Assumes a typical house with the average assessment change

** Excludes Home Owner Grant and taxes collected for other governments

*** Excludes Limited Income subsidies for seniors

RECEIVED

JAN 04 2007

CITY OF NANAIMO
FINANCE DEPARTMENT

FOR INFORMATION ONLY

REPORT TO: B. CLEMENS, DIRECTOR OF FINANCE

FROM: G. DI MENNA, MANAGER, PURCHASING AND STORES

RE: QUARTERLY CONTRACT REPORT

BACKGROUND:

Presented is the quarterly report on contracts from \$100,000 to \$250,000 for the period 2006-OCT-01 to 2006-DEC-31. In accordance with the City Purchasing Policy staff awards these contracts. Council approves contracts over \$250,000.

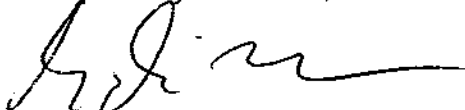
DISCUSSION:

DATE	CONTRACT DESCRIPTION	CONTRACTOR	AMOUNT
2006-OCT-20	Victoria Cres Street Lighting Upgrade Phase 1	Raylec Power Ltd	\$245,325.00

RECOMMENDATION:

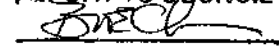
That Council receive the report.

Respectfully submitted,



G. DI MENNA
MANAGER, PURCHASING AND STORES

TO: CITY MANAGER
FORWARDED FOR CITY MANAGER'S
REPORT TO COUNCIL


DIRECTOR OF FINANCE

☐ Council
☒ Committee of the whole
☐ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2007-Jan-15



CITY OF NANAIMO

455 Wallace Street
Nanaimo, BC Canada V9R 5J6
Phone (250) 756-5319 Fax (250) 756-5327
purchasing@nanaimo.ca

Invoices must be sent directly to the Finance Department at
the above address

PURCHASE ORDER

P.O. NO. : 510721
P.O. Date : October 20, 2006
Buyer : Gord Durkop

Raylec Power Ltd
PO Box 33
Union Bay BC V0R 3B0
Telephone: 250-338-6323
Fax : 250-338-7974

SHIP TO:
Construction Department
2020 Labieux Road
Nanaimo BC V9T 6J9
Attention: M. Mauch

Vendor number : 103157

Terms of payment: Net 30

Currency CAD

10% holdback applicable

Line	Quantity	Units	Description	Unit Prices	Amount
1			Victoria Cres. St. Lighting Upgrade Ph 1 Contract		245325.00
			10% holdback applicable		
Total net item value CAD					245,325.00
GST					14,719.50
PST					0.00
Total amount (CAD)					260,044.50

This Purchase order constitutes a contract and acceptance of the Terms and Conditions negotiated by the City of Nanaimo and includes any other supplemental conditions contained in the City's Quotation documents

Authorized Signature: _____

CITY OF NANAIMO
ENGINEERING & PUBLIC WORKS
MEMORANDUM

TO: Al Kenning, Deputy City Manager
FROM: Maurice Mauch, Project Manager
DATE: 2006-October -17
RE: VICTORIA CRESCENT STREET LIGHTING UPGRADE – PHASE 1

Tenders were called for the Victoria Crescent Street Lighting Upgrade on 2006-AUG-22.

Two tenders were received by the Director of Legislative Services on Tuesday, 2006-SEP-06 and opened in the Councillor's office at 2:00 p.m.


- | | | |
|----|------------------------|--------------|
| 1. | Raylec Power Ltd. | \$245,325.00 |
| 2. | F&M Installations Ltd. | \$264,446.50 |

The tenders have been checked and no errors were found. The low tender Raylec Power Ltd. is within the City's capital budget.

As per City of Nanaimo Finance Policy, only approval by the General Manager of Corporate Services is required.

RECOMMENDATION:

It is recommended that the City of Nanaimo award the Victoria Crescent Street Lighting contract to Raylec Power Ltd. for the tender price of \$ \$245,325.00


Maurice Mauch, Project Manager


K.M. (Mac) MacKenzie, Director,
Engineering & Public Works

APPROVED BY:


Al Kenning, Deputy City Manager/
General Manager Corporate Services

p.c. Tom Moscrop, Senior Manager, Engineering

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2006-OCT-17
City File 5332/20

Raylec Power Ltd.
P.O. BOX 33
UNION BAY, BC V0R 3B0

P3109-03

FAX → GORD
 → PR1-8638
Shari
 DATE: Shari

- NOTICE OF AWARD -

for

VICTORIA CRESCENT STREET LIGHTING UPGRADE – PHASE 1

Please be advised that the City of Nanaimo approved your tender in the amount of \$245,325.00 for the above noted contract.

This is not the Notice to Proceed with the work. The Notice to Proceed will be issued following the execution of the Contract Agreement.

Yours truly,

Stephen Ricketts, Manager, Eng Construction

Gino Di Menna, Manager, Purchasing & Stores

*cl

p.c. B. Clemens, Director of Finance
 K. M. (Mac) MacKenzie, Director, Engineering & Public Works
 T. Moscrip, Senior Manager of Engineering
 Shari Irving, Accounting Clerk
 M. Mauch, Project Manager

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PR1-8638

INFORMATION ONLY REPORT

REPORT TO B. E. CLEMENS, DIRECTOR OF FINANCE
FROM D. E. KIEDYK, MANAGER, REVENUE SERVICES

RE: ASSESSMENT ROLL ADJUSTMENTS

December 29, 2006

DISCUSSION

We are now in receipt of an additional assessment roll adjustment from BC Assessment processed as follows:

"2006 Supplementary 10" which was received in 2006.

The attached schedule summarizes the assessment adjustments and the impact on property taxation levies.

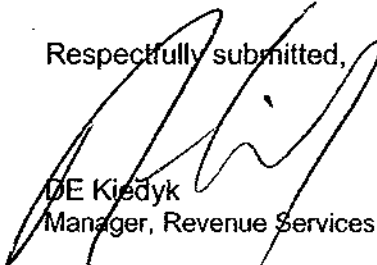
The impact of this 2006 assessment adjustments received in 2006 is to increase gross taxation by \$13,316.93 which includes an increase of \$7,931.06 to the municipal portion.

The impact of all 2006, 2005 and 2004 assessment adjustments received in 2006 is to decrease gross taxation by \$1,525,578.21 which includes a decrease in the municipal portion of \$898,967.15. Council reserved \$910,000.00 in anticipation of this decrease.

RECOMMENDATION


That Council receives the report for information.

Respectfully submitted,



DE Kiedyk
Manager, Revenue Services

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TO: CITY MANAGER
FORWARDED FOR CITY MANAGER'S
REPORT TO COUNCIL

DIRECTOR OF FINANCE

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2006-JAN-15

CITY OF NANAIMO
ASSESSMENT ADJUSTMENT SCHEDULE

YEAR	SUPPLEMENTARY	GENERAL, DEBT, AND LIBRARY	OTHER AGENCIES	TOTAL ADJUSTMENTS
2006	10	\$7,931.06	\$5,385.87	\$13,316.93
Total Adjustments		\$7,931.06	\$5,385.87	\$13,316.93